



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Administrative Inquiries - Discipline/investigation required

CUTOFF: Completion of Inquiry

DESCRIPTION: An inquiry conducted into an allegation of employee or offender misconduct that results in discipline/investigation being required.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 22997

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Administrative Inquiries - no discipline/investigation required

CUTOFF: Completion of Inquiry

DESCRIPTION: An inquiry conducted into an allegation of employee or offender misconduct that results in no discipline/investigation being required.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19454

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Administrative Reports

CUTOFF: EOY

DESCRIPTION: Reports related to administrative activities and submitted to various offices including, but not limited to annual emergency scenario, drug interdiction, exit/egress, incident, institutional reports. Information is submitted to meet specified timelines, which vary from report to report.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19448

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Count Sheet

CUTOFF:EOCY

DESCRIPTION: A daily offender population count sheet denoting bed capacity, beds offline, inmate population, vacant beds, and number of offenders received.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22998

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Checks - negative results

CUTOFF:Completion of check

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff, contractors and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23000

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Checks - positive results

CUTOFF:EOCY

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff, contractors and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22999

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Data Logs

CUTOFF:EOCY

DESCRIPTION: Logs of items received by central office such as offender correspondence, employee discipline, offender death, offender grievance, etc.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23001

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Employee Discipline Files

CUTOFF:EOCY

DESCRIPTION: Records documenting a corrective process for employee performance or behavior which does not fall within acceptable limits. Discipline files include copy of employee's discipline letter, incident reports, leave applications, performance appraisals, absenteeism report, arrest reports, toxicology reports, Discipline Information Sheet, cover memorandum, any supporting Inter-Office Communications, Notice of Pre-Disciplinary Hearing, CaseNet/MULES (Missouri Uniform Law Enforcement System) Check, Investigation, Administrative Inquiries, Use of Force, and medical reports.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19453

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Investigations - Employee

CUTOFF: Completion of Investigation

DESCRIPTION: A review conducted by an investigator when an allegation has been made, or information exists that indicates an employee has committed an act of offender association, improper use of force or behavior that results in a violation of Department policy and procedure and/or criminal law. Also included would be any allegations associated with offender misbehavior or violations of criminal law/departamental procedure/rules. Original request for investigation and any other documentation that supports the request for investigation, Final Investigation Summary/Report.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Original investigation files maintained in Inspector General's office.

DISPOSITION ACTION: Destroy

SERIES: 19449

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Joint Committee on Corrections Reports

CUTOFF:EOCY

DESCRIPTION: Annual reports developed by facilities and provided to the Joint Committee on Corrections. File could also include information received from the Joint Committee on Corrections. The committee is part of the Missouri Legislature that reports to the House and Senate about Corrections issues.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23002

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Offender Correspondence/Actions

CUTOFF:Offender Release

DESCRIPTION: Letters written by offenders to the Governor, Legislative staff, and Departmental staff for action and includes response.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19452

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Offender Death File

CUTOFF:EOCY

DESCRIPTION: Records documenting an offender death. Records may include, but are not limited to: News Release, Memorandums, Incident Reports, Letter to Family, Notification List, Autopsy Report, Debriefing Report, and other related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Original Offender Death files maintained in Inspector General's office.

DISPOSITION ACTION: Destroy

SERIES: 19450

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Offender Escape File

CUTOFF:Date of Escape

DESCRIPTION: Records documenting an offender escape. Records may include, but are not limited to: News Release, Memorandums, Incident Reports, Debriefing Report, and other related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19451

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Offender Interstate Compact File

CUTOFF:Offender Release

DESCRIPTION: An offender's classification file when the offender is housed in Missouri but was sentenced in another state or when the offender was sentenced in Missouri and housed in another state. The file includes offender correspondence, classification issues, correspondence from the other state, etc.

RETENTION: Years: 75 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23003

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Offender Transfer Docket

CUTOFF:EOCY

DESCRIPTION: A computer printout with the name and number of offenders being transferred from facility-to-facility by date.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23004

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Secondary Employment Requests

CUTOFF:Separation of Employment

DESCRIPTION: A form submitted by an employee requesting approval to obtain secondary employment.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23005

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Staff/Offender Association Notifications

CUTOFF:Separation of Employment

DESCRIPTION: Notifications received by staff disclosing familiarity with offenders.

RETENTION: Years: 5 Months: Days:

NOTES: Originals placed in employee's personnel file per Policy D2-11.10.

DISPOSITION ACTION: Destroy

SERIES: 23006

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Directors Office

Division: Division of Adult Institutions

Sub-Section:

TITLE: Statistical Reports

CUTOFF:EOCY

DESCRIPTION: Statistical reports related to administrative activities and submitted to various offices including, but not limited to offender grievance, restorative justice, institutional monthly management report. These reports do not provide any staff or offender names.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23016

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Use of Force Reports

CUTOFF:EOCY

DESCRIPTION: A report completed by staff when a use of force occurs. Report includes report of incident forms, use of force report and any other supporting documentation concerning the incident.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23131

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009